

## CORRECTIONAL OFFICER

### FUNCTION OF THE JOB

Under supervision, to perform work involving the care and custody of inmates in Waukesha County Jail Facilities, and to perform other work as required.

### CHARACTERISTIC DUTIES AND RESPONSIBILITIES

1. Supervises, interacts with, and provides for the care and custody of the inmates in the Waukesha County Jail Facilities.
2. Maintains security, order, and discipline by enforcing the rules and regulations of each County Jail Facility.
3. Receives and processes inmates and documents behavioral and custody issues upon intake.
4. Supervises all daily activities of inmate housing units such as mail, programming, canteen, meal service, and medical needs.
5. Inspects and searches inmates, housing areas, and Jail Facilities for cleanliness, contraband, and order.
6. Escorts inmates within and between facilities and transports inmates or other property as required.
7. Directly supervises inmate workers involved in linen exchange, serving of meals, cleaning of the facilities, and other required work activities.
8. Enforces proper conduct of inmates through the use of counseling, warnings, and conduct reports.
9. Provides a rehabilitative influence to inmates through the use of strong leadership, appropriate interpersonal communication skills, and functioning as a positive role model.
10. Observes and records unusual or noteworthy behavior of inmates.
11. Performs and documents inspections to identify security, health, and safety concerns.
12. Restores order and controls the movement of inmates during disturbances and emergencies using appropriate physical control or equipment.
13. Prepares and presents written and oral reports and records as required.
14. Provides court testimony as required.
15. May administer basic first aid, perform CPR, or utilize an AED as needed.
16. Performs other duties as required.

### QUALIFICATIONS

#### Essential Knowledge and Abilities

1. Considerable knowledge of the basic principles of first aid and cardiopulmonary resuscitation (CPR).
2. Working knowledge of the operation and purposes of detention facilities and of the related treatment and security programs used at such facilities.
3. Working knowledge of the rules, regulations, and statutes pertaining to the custody and discipline of inmates.
4. Ability to handle difficult and complex incidents occurring within the facility within established legal and procedural guidelines.
5. Ability to assume and to carry out considerable responsibility within established guidelines and with limited supervision.
6. Ability to recognize various types of inmate behavior and to supervise and control inmates and secure their cooperation.
7. Ability to establish and maintain effective working relationships with inmates, other employees,

QUALIFICATIONS (cont.)

Essential Knowledge and Abilities

- and the public.
- 8. Ability to follow written and oral instructions.
- 9. Ability to prepare accurate records and to prepare oral and written reports.
- 10. Ability to effectively present recommendations to supervisors.

Training and Experience

- 1. Graduation from high school or GED equivalency.
- 2. Three years of post high school work experience is required, preferably in a civil or military law enforcement unit or detention facility.
- 3. Post high school training can be substituted on a year-for-year basis to fulfill the work experience requirement.